

3 April 1973

MEMORANDUM FOR: Chief SPD

SUBJECT: PSB Briefing Data
 Ref; Your Memo of 29 March 1973

1. The following material has been compiled according to your directions. Some of this information begins 1 January 1970 and other with FY 1971.

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<u>Date</u>	<u>Training</u>
7/71 to present	NONE
8/70-7/71	10/70 Advance Mgt.
8/67-8/70	?
7/67 to present	7/71 W.M.A. Seminar
	10/70 Managerial Grid
	5/72 USDA Sem. for Women Exec.
	10/72 ASPA- 3rd Ann. Conf.
6/72 to present	None
1/72-6/72	none
9/70-9/71	None
1969-9/70	?
stants	
9/70 to present	12/71 DDM&S Trends & Highlight
? -9/70	1972 OP Training - 2 sessions
11/72-present	None
1967-11/72	12/71 S.S. Trends & Highlights
9/72- to present	2/72 S.S. " "
	9/71 Supervision & Mgt.
1968 - 9/72	1/72 S.S. Trends & Highlights
	Other
1969 -6/70	?
9/72- to present	None
3/71-9/72	(see above)
1969-3/71	?
1/73 to present	None
12/71-1/73	Shorthand
7/71-12/71	?
1969 -7-71	?

Functions

Functional - 2/72 stopped all in grade hiring except Medical Officers
7/72 assumed responsibility of ASP
7/72 assumed responsibility of approving of all professional and technical EODS on behalf of D/OP

Procedural - 1970 to present - increased processing of Contract Type A employees/applicants
1971 to present - implemented and increased pre-processing interviews of applicants.

Deleted - scheduling of clerical applicants for medical and polygraph appointments
- Reports; number of Physical & Lab Examinations; PSB monthly security initiations; comparison of professionals in process.

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Volume of Activity

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